

Catawba County Emergency Medical Services

Reserve Employees

This policy addresses policies related to hourly or “reserve” employees.

- Reserve staff members must work a minimum of sixteen (16) hours during any calendar month. This is in addition to any continuing education, meetings, etc...
- If at the end of any calendar month, the employee has not worked a minimum of 16 hours; he or she will be subject to disciplinary action up to and including termination.
 - Exceptions will be handled on a case-by-case basis and must have the approval of the EMS Manager.
- When a reserve has a scheduling conflict after accepting a shift it will be that reserve’s responsibility to provide coverage for that shift. Exceptions for illness and emergencies may be made. The reserve must inform the on-duty Shift Supervisor of the change in coverage at the earliest opportunity.
- Generally reserve employees may not work on a transport unit with another reserve employee.
 - Exceptions
 - Out of town transports may be staffed with two reserve employees.
 - In emergency situations, the Crew Chiefs and Supervisor on duty have the authority to suspend this policy, only until other arrangements can be made.
- Reserve employees working in hourly positions may work up to 1,000 hours per year only.
 - It is the employee’s responsibility to monitor and track time worked in order not to exceed this amount.
- Reserve employees may request a leave of duty for a period not to exceed six months.
 - The reserve employee is responsible for ensuring submission of timesheets during this time period and ensuring that he/she completes all mandatory training prior to the end of the six months and prior to returning to duty.